

Superior Court of California
County of San Bernardino
Employment Opportunity



Court Systems Technician

\$4,482- \$5,721 approximate monthly

*****Supplemental Application Required*****

Application deadline: 4:30 p.m., Tuesday, December 22, 2009
Announcement # 09-027

The eligible list resulting from this recruitment will be used to fill vacancies within the IT department. Incumbents may be required to travel throughout Court Districts within the County.

Typical duties of Court Systems Technician include:

- Listen to customer inquiries and description of software/hardware problems to diagnose type or source of difficulty.
- Research technical documentation to isolate nature of problems and identify corrective action; coaches user through solution to problem requiring attention.
- Analyze, set up and configure personal computers.
- Install, configure and maintain personal computing equipment.
- Develop, maintain and schedule job runs and review computer generated reports for accuracy and completeness.
- Instruct and assist staff on proper use of the system.
- Provide exceptional customer service.

Requirements: Coursework in computer science and two years of information systems experience in the maintenance of personal computers and peripheral equipment, operating software, and local area networks, analyzing and developing application programs and troubleshooting technical computer problems or any combination of training and/or experience that could likely provide the desired knowledge and abilities. One year of computer science training in an approved school or training program can substitute for up to one year of the required experience.

Examination: The examination will consist of a competitive evaluation of qualifications based upon the information provided on the application and supplemental application.

How to Apply: Applicants must complete and submit a Superior Court application and supplemental application. Application materials can be obtained by phone at (909) 387-6894 or on the internet at www.sb-court.org. **Faxed and/or electronic applications will NOT be accepted.** Applicants submitting education must include a copy of degree or official college transcripts.

Benefits: Paid holidays, vacation time, sick leave, retirement plan, deferred compensation plan, employee health insurance (medical and dental), life insurance, merit salary increases, reimbursement of professional development, credit union.

Employment is contingent upon passing a pre-placement drug screening and fingerprinting for criminal convictions through the Department of Justice (DOJ) and the Federal Bureau of Investigations (FBI). The provisions of this bulletin do not constitute a contract expressed or implied and any provisions contained in this bulletin may be modified or revoked without notice.

12/07/09 as

Human Resources Department
172 W. Third Street, 2nd Floor
San Bernardino, CA 92415-0312

24 Hour Job Information Hotline: (909) 387-9150
Phone: (909) 387-6894
Internet: www.sb-court.org